

TECHNOLOGY FEES PROCEDURE

Procedure

1. Notification of Technology Fees approved projects
 - a. Departments will be notified in the month of July (1st month in new Fiscal Year) via letter, to include:
 - i. The amount approved for Personal Services with corresponding Project ID#
 - ii. A Project ID# for each approved project that requires supplies/equipment
 - iii. The approved amount per Project ID# (full or partial funding)
 - iv. Allowable items to be purchased per Project ID#*
2. Personal Services vs. Supplies/Equipment
 - a. Personal Services
 - i. ITS will submit a Budget Amendment to Budget Services prior to July 1st to transfer the approved funding to each department for Student Assistants, Graduate Assistants and Casual Labor personal services (16000-500000 line)
 - ii. The approved Department is responsible for tracking 16000 Personal Services budgets and does not involve ITS.
 - iii. In case of issues please contact ITS, referencing the Project ID# or Budget Services (see contact info #11)
 - iv. Funds may not be transferred between Personal Services and Supplies.
 1. *Exceptions must be approved by the Technology Fee Committee.*
 - b. Supplies/Equipment
 - i. A Budget Amendment will NOT be submitted prior to July 1st for non-personal services
 - ii. **Departments must submit quotes to ITS** for prior approval of non-personal services (supplies and/or equipment) orders.
 1. Reference the Project ID# on all correspondence between the Department and ITS, whether it be verbal or via email
 2. **Please email quotes to bvalcke@westga.edu and badams@westga.edu**
 3. **PLEASE INCLUDE YOUR TECH FEES CHART STRING IN THE EMAIL (FUND CODE 16000)**
 4. In the event that quoted items do not correspond with the approved project, ITS will return the quote and a new quote will need to be submitted.
 5. **PLEASE DO NOT ENTER REQUISITIONS BEFORE QUOTES HAVE BEEN APPROVED FOR PURCHASE BY ITS!**
 - iii. Once a quote has been approved by ITS
 1. A Budget Amendment will be submitted to Budget Services **by ITS** to allocate the quoted amount to the Department for spending.
 2. ITS will pre-define supplies from equipment (per the quote) for the Budget Amendment

- a. Departments should not need to transfer funds from supplies to equipment or equipment to supplies, but in the case something was overlooked at the time a quote was approved and funded, the Department may submit a Budget Amendment to make the correction.
 - i. Route Budget Amendment through ITS for CIO signature
 - ii. ITS will forward to Budget Services for processing
 - b. In case of an issue, please contact ITS or Budget Services – see contact info below
 - iv. The Department is responsible for monitoring their departmental budgets to verify that the allocated amount was posted to their 16000-700000 and/or 16000-800000 lines
 - v. Once the approval is received via email, and the fund transfer has posted, the Department should submit their Requisition(s) through Epro
 - 1. Reference the Project ID# on Epro Requisitions:
 - a. In Step 3 “Review and Submit”, in the field called “Requisition Name”, please enter the Project ID#
 - b. Requisition/Purchase Order should match the submitted quote
3. ITS approves requisition and monitors project spending
 - a. Not applicable for 16000-500000 Personal Services
4. Purchasing card purchases for fund 16000
 - a. Are not allowed
 - i. *Unless* an item is not available through Quote/Marketplace
 - ii. For *pre-approval* to purchase such items, please submit email to ITS, referencing the project ID# and which items need to be purchased through PCard.
 - iii. Once approval was received via email, and following PCard guidelines/procedures, the purchase can be made.
5. Tech Fees DEADLINE
 - a. **FY15 deadline is 4/24/2015**
 - i. Requisitions entered into Epro by no later than deadline date
 - ii. Final quotes should be submitted to ITS no later than ten (10) business days before deadline date to allow time for processing
 - iii. Budget Amendments will be submitted by ITS no later than five (5) business days before the deadline
 - iv. This deadline does not apply to 16000-500000 Personal Services
6. Remaining project balances are returned to Tech Fees at year-end.
 - a. *It is not allowed to spend remaining funds on other projects*
7. Other Info:
 - a. General Information: <http://www.westga.edu/techfees>
 - b. For Technology Fee related issues, please contact:
 - i. Blake Adams, Director of User Services, 678-839-5053 or badams@westga.edu
 - ii. Brenda Valcke, Executive Secretary 678-839-4002 or bvalcke@westga.edu
 - c. For Budget related issues related to Technology Fees, please contact:

- i. Karen Hulsey, Budget Analyst, 678-839-5362 or khulsey@westga.edu

*** NOTE: UWG Departments are encouraged to spend Tech Fee funded projects at the beginning of a new Fiscal Year rather than at year-end. The items to be purchased through fund 16000 are restricted to the approved Projects only, per the Tech Fees guidelines. *Exceptions must be approved by the Technology Fee Committee.***